



## DISTRICT COURT OF MARYLAND

District Number 6

191 E. Jefferson St.  
Rockville, MD 20850  
301-563-8867  
1-800-735-2258 TTY

### Montgomery County Law Clerk Vacancies

**Number of Vacancies:** 2

**Opening Date:** September 8, 2023

**Closing Date:** October 13, 2023

**Start Date:** August 2024

**Job Title:** Law Clerk

**Position Type:** Regular Full Time

**Location:** Rockville, MD (main) and Silver Spring, MD (as needed)

**Salary:** Approx. \$65,966 if a member of the Maryland Bar; \$59,379 if not admitted to the Maryland Bar

**How to Apply:** The District Court of Maryland in Montgomery County is seeking two (2) judicial law clerks for the **2024 – 2025** clerkship year. Please submit the following required Law Clerk application materials by **4:30p.m. on October 13, 2023** – Materials received after close of business (4:30pm) on this date will not be considered:

- (1) Cover Letter
- (2) Resume
- (3) Writing Sample (not to exceed 8 pages, double spaced)
- (4) List of three (3) References

Send materials **electronically via email** to the attention of (applications sent via fax, regular mail, or hand delivery will not be accepted):

Judges' Chambers  
Attn: Brittany McLeod  
Administrative Aide to The Honorable Sherri D. Koch  
District Court of Maryland  
191 E. Jefferson Street  
Rockville, MD 20850  
(301) 563-8870  
[brittany.mcleod@mdcourts.gov](mailto:brittany.mcleod@mdcourts.gov)

\* Applications should be sent in PDF or WORD format **only** \*

Please visit the Maryland State Law Clerk resource website for more details:

<https://www.mdcourts.gov/hr/lawclerks>

**Additional Information:**

The District Court of Maryland has positions available in designated districts for judicial law clerks to provide legal support to District Court judges. This is a unique opportunity to put your legal skills to work, learn court operations from the inside out, and gain invaluable "real life" practical experience while working in a challenging, high volume, highly-variable and fast-paced environment. You will work with several judges in varying court locations and gain exposure in your own legal community.

Responsibilities include conducting legal research, drafting memoranda/proposed orders/opinions for District Court judges. Assignments may also include assisting administrative judge with issues relating to special programs (drug court, ADR, domestic violence, etc.); working with prosecutors, bar, and support agencies to coordinate case management improvements; reviewing and summarizing case files; organizing evidence; calculating damages for complex cases; responding to attorneys and self-represented litigants. Frequent intrastate travel among court locations within the geographic district is required. Incumbents can also expect to interact heavily with the Administrative Judge, District Court Judges, attorneys, the public, local court-related agencies and service providers on a regular basis.

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.